

Provisional Leave Request Pending Confirmation

Subject: Annual Leave Request – Tentative Dates

Dear [Manager's Name],

I am considering taking annual leave from [start date] to [end date] for [reason, e.g., family commitment]. This is a provisional request, pending approval and scheduling adjustments.

Please let me know if this timeframe is convenient, so I can finalize plans accordingly.

Thank you,

[Your Name]

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